

DEPARTMENT OF MILITARY AFFAIRS STATE
HUMAN RESOURCES PRACTICE AND PROCEDURE
MANUAL

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PAGE: 1 OF 4

SUBJECT: Annual Physical Readiness Test Qualifications for Military Affairs Security Officer/Supervisor

SECTION: Security Officer Qualifications

PRACTICE

The Department of Military Affairs (DMA) Security Officers/Supervisors (MASO/S), referred to herein as employee, are high risk professionals and are held to a physical standard in accordance with state statutes, federal regulations, and our master cooperative agreement. Therefore, DMA establishes standardized processes to ensure **current** employees and pre-hire candidates are fit for duty as MASO/S. Pre-hire candidates are required to meet this physical readiness standard along with all pre-hire requirements as set forth in SHR Practice & Procedure Bulletin 4.300. Current MASO, MASO Senior, and MASO Supervisors are required to complete this readiness test annually per the security master cooperative agreement.

SCOPE

The provisions of this policy are applicable to the aforementioned job titles located at Volk Combat Readiness Training Center, Truax Field, Mitchell Field Air National Guard Base, Wisconsin Joint Force Headquarters, and all other facilities serviced by the Department of Military Affairs Security Forces.

AUTHORITY AND REFERENCE

- Wis. Stat. Chapter 230, State Employee Relations
- Wis. Stat. § 40.02(48) (a), Definitions, Protective Occupation Participant
- Wisconsin Human Resource Handbook, Chapter 680, Protective Occupation Status for State Employees
- DMA Practice & Procedure Bulletin 8.100, Pre-Hire Fitness for Duty
- DMA Practice & Procedure Bulletin 5.200 Fire Crash Rescue Specialist/Supervisor and Military Affairs Security Officer/Supervisor Notification of Injury, Illness, or Disease and Return to Work Guidelines
- Air National Guard Instruction 10-248, Fitness Program (25 September 2006)
- Army Regulations 600-20, Army Command Policy (06 November 2014)
- Army Regulation 190-56, The Army Civilian Police and Security Guard Program (15 March 2013)
- Air Force Instruction AFI 31-117, Arming and Use of Force by Air Force Personnel (01 October 2014)
- Master Cooperative Agreement, Appendix 3 and 23 (August 2014)
- National Guard Regulation (NGR) 5-1, National Guard Grants and Cooperative Agreements (28 May 2010)

PROCEDURE

This physical readiness test (PRT) will be administered annually in conjunction with the employee's annual performance evaluation, as well as defined in DMA P&P 5.200. The supervisor will contact the employee and schedule the PRT followed by the annual performance evaluation. The employee must be notified **30** working days prior to the PRT.

- A. Upon employee's completion of the PRT, the supervisor must complete DMA Form 5.3-3-R. The supervisor will forward the completed DMA Form 5.3-3-R. along with the employee's annual performance evaluation (DMA Form 35) to DMASHRFeedback@wi.gov.
- B. The employee will have four attempts to meet all of the standards of the PRT. Unlike the pre-hire standards, there will be no time limits assigned to each task; however, current employees must complete all tasks during each attempt.
- C. The first attempt to successfully complete the PRT will be prior to the employee's performance evaluation date. If an employee fails to meet the standard, then the employee will be scheduled for a second attempt to be completed no more than 30 calendar days from the date of their first attempt.
- D. The second attempt to successfully complete the PRT will be within 30 calendar days after the employee's annual performance evaluation date. If an employee fails to meet the standard, then the employee will be scheduled for a third attempt to be completed no more than 30 calendar days from the date of their second attempt.
- E. The third attempt to successfully complete the PRT will be within 60 calendar days after the employee's annual performance evaluation date. If an employee fails to meet the standard, then the employee will be scheduled for a fourth and final attempt to be completed no more than 30 calendar days from the date of third attempt.
- F. The fourth and final attempt to successfully complete the PRT will be within 90 calendar days after the employee's annual performance evaluation date.

FAILURE DUE TO POSSIBLE MEDICAL:

At any time if the employee fails and believes the probable cause of the PRT failure is **medical**, they will be responsible for arranging a medical assessment within **30** calendar days of their most recent test. The medical assessment must be with a qualified physician of their choice and will be at their cost. The employee will provide their physician a copy of the MASO position description and the PRT standards to ensure their physician fully understands the nature of the employee's job duties as it relates to the physical readiness. The employee will deliver the results of the medical assessment to DMA Risk Manager within **72 hours** after the medical assessment for determination of fitness for duty. Documentation must include a statement from the qualified physician whether the employee is able to complete the PRT without restrictions. If restrictions are identified, the statement must include a get well date for the employee.

- A. The supervisor will not allow an employee to participate in the PRT until they have received documentation from the DMA Risk Manager clearing the employee for duty.
- B. Injury, illness, or disease that renders an employee incapable of safely performing essential job tasks may qualify for, and be designated as, protected leave under the federal and/or Wisconsin Family & Medical Leave Act.

If an employee fails to meet the standard, then the employee's direct supervisor will contact his/her direct supervisor discuss how to proceed, which may include separation procedures.

***Management reserves the right, at their discretion, to have an employee undergo an occupational assessment due to a suspected unreported injury, illness, or disease.

ENCLOSURES:

DMA Form 5.3-R, Occupational Health Medical History Form
DMA Form 5.3-1-R, Authorization for Release of Health Care Information
DMA Form 5.3-2-R, Medical Consent
DMA Form 5.3-3-R, Physical Readiness Test
Authorization for Disclosure or Exchange of Confidential Medical Records

ATTACHMENTS:

Attachment A: Military Affairs Security Officer Physical Readiness Test Handbook



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

P O BOX 14587
MADISON 53708-0587

OFFICE OF THE ADJUTANT GENERAL

TELEPHONE 608 242-3000
DSN 724-3000

PRACTICE & PROCEDURE BULLETIN RECEIPT CERTIFICATION

This is to certify that I have received the Practice & Procedure (P&P) Bulletin No. 8.110 Physical Readiness Test Qualifications for Military Affairs Security Officer/Supervisor, Pre-hire, and Current Employee. I have read the above P&P and understand that I must comply with all self-reporting requirements therein. I understand that violation of this P&P may be grounds for disciplinary action, up to and including termination.

(Signature)

(Date)

(Typed or Printed Name)

Please return this certification to WING-SHR, PO Box 14587, Madison, WI 53708-0587 or fax to (608) 242-3168 within 2 weeks of receipt.